

*For Jay*

OFFICE OF CIVILIAN DEFENSE  
WASHINGTON, D.C.

CIVIL AIR PATROL

COASTAL PATROL CIRCULAR)  
NO. 13)

NATIONAL HEADQUARTERS  
WASHINGTON, OCTOBER 10, 1942

CORRESPONDENCE

1. The attention of all Coastal Patrol Commanders is directed to Section II, paragraph 2, Operations Directive No. 15-A, this Headquarters, September 1, 1942, which requires all routine correspondence prepared by CAP Coastal Patrols to be in accordance with the provisions of Training Directive No. 29, this Headquarters, April 8, 1942 - "Military Correspondence."
2. Particular attention is directed to the following:
  - a. An official communication will refer to one subject only. (See paragraph 5, TD-29).
  - b. One carbon copy of each letter will be forwarded with the original to the office or headquarters of action, one copy will be inclosed for each intermediary office or headquarters of record through which the original communication is sent, and one copy will be retained for the records of the sending office. (See paragraph 14, TD-29).
  - c. The forms to be used in signing official correspondence. (See paragraph 13, TD-29).
  - d. The use of "indorsements" in answering military letters and how indorsements are to be prepared. (See paragraph 15, TD-29).
3. Coastal Patrol Commanders will take immediate steps to see that all personnel of their commands responsible for the preparation and transmission of correspondence are thoroughly familiar with Training Directive No. 29, additional copies of which will be supplied on request.

By direction of National Commander JOHNSON

*HARRY H. BLEE*  
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